



**REPUBLIC OF MOZAMBIQUE  
MINISTRY OF PUBLIC WORKS, HOUSING AND WATER RESOURCES**



**WATER SERVICES AND INSTITUTIONAL SUPPORT PROJECT II  
(WASIS II)**

**IDA Grant. IDA D1100**

**PROCUREMENT ASSISTANT**

**Contract Nr. FIPAG/WASIS II/CON-56/21**

**TERMS OF REFERENCE**

**July 2021**

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# **TERMS OF REFERENCE FOR PROCUREMENT ASSISTANT**

## **1. BACKGROUND**

The Republic of Mozambique has received a financing from the International Development Association toward the cost of the Water Services and Institutional Support II Project (WASIS II), and it intends to apply part of the proceeds of this credit to payments under the Contract for the **Procurement Assistant**.

The Government of Mozambique (GoM) is implementing reforms in the urban water supply sector aimed at improving coverage, quality and efficiency of services. The reform program has involved the reorganisation of sector Governance mechanisms, which have facilitated a transition towards decentralised water supply operations and management, including service regulation, investment planning, and private sector participation in operations.

More specifically, the GoM has taken steps to provide for:

- Reduced operating costs and increased efficiency, particularly through involving private sector in operations for water supply services in 21 major cities; Maputo, Matola, Boane, Beira, Quelimane, Nampula, Pemba, Dondo, Chokwe, Xai-Xai, Inhambane, Maxixe, Tete, Moatize, Chimoio, Manica, Gondola, Lichinga, Cuamba, Angoche and Nacala;
- Tariff adjustments that support financial sustainability; and
- Establishment of a Regulatory Board for the sector, which considers both service quality and financial performance.

The program for urban water supply also includes investments in rehabilitation and extension of systems. The GoM's implementation agency for the new urban water program is Fundo de Investimento e Património do Abastecimento de Água– FIPAG (Investment Fund and Water Supply Asset Holder).

FIPAG is responsible for the fixed assets of 21 city water supplies and for the future investment in the systems, including Beira and Dondo. It has the mandate to ensure that the public receives an adequate and safe water supply that meets Mozambique standards for health and hygiene (the public service obligation), and is empowered to ensure these systems achieve autonomous, efficient and financially sustainable water supply operations.

The WASIS II Project, supported by the World Bank, has its objectives to improve the performance, sustainability and coverage of water supply services in Beira, Dondo, Pemba, Nacala, Tete, Moatize and Pemba.

## **2. ASSIGNMENT OBJECTIVES**

The main objective of this function is to support FIPAG in implementing the WASIS II Project and other World Bank funded projects throughout the entire cycle of the procurement process, from planning to the conclusion of contracts, in accordance with the rules and procedures established in the World Bank Procurement Regulation for Borrowers of Investment Project Financing Operations (the “Procurement Regulation”) and Government of Mozambique procurement procedures, where applicable.

## **3. SCOPE OF SERVICES AND SPECIFIC RESPONSIBILITIES**

The Procurement Assistant will be directly contracted by FIPAG and based in the FIPAG Head Office in Maputo. He/She will be required to work closely with the FIPAG Procurement Advisor, Projects and Investment Directorate, UGEA and other FIPAG Staff.

The responsibilities of the Procurement Assistant shall be to:

- Survey of annual procurement needs including the respective estimated costs;
- Preparation, updating and monitoring of the Procurement plan in STEP (Systematic Tracking of Exchanges in Procurement);
- Support technical staff with drafting terms of reference and technical specifications with a view to adapting them to the public bidding process;
- Preparation of bidding documents for the procurement of goods and services and for contracting public works in the various contracting modalities using the applicable standard procurement documents;
- Preparation, participation and technical support in the public bid opening sessions;
- Support to the members of the juries (evaluation team) for the evaluation of bids/proposals, guaranteeing the strict observance of the applicable procedures and writing of the evaluation reports in accordance with the approved models;
- Publication in the appropriate media of all hiring opportunities as well as contract awards;
- Answering requests for clarification and complaints, if any, as well as communicating to competitors about the results of the competitions;
- Coordination of contract negotiation processes;
- Preparation of drafts and final contracts including addenda;
- Establishment and submission of contracting processes to the Attorney General's Office and Administrative Court;
- Ensure (i) timely supply of goods, (ii) timely completion of works, and (iii) timely delivery of products/deliverables associated with the provision of services;
- Maintenance of an adequate file system for the procurement function;
- Maintain an electronic system for monitoring FIPAG contracts and addenda in operation;
- Organization and maintenance of a record of all information on the registration of suppliers and prices charged for various goods and services;

- Provision of information necessary to carry out internal and external audits related to the procurement function; and
- Perform other relevant tasks in this area at the request of the Director of Projects and Investment Department.

#### **4. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The Procurement Advisor shall possess the following qualifications and experience:

- A Bachelor's degree in Procurement, Economics, Finance, Civil, Mechanical, Electrical Engineering or Law Sciences from a recognized institution,
- At least three (3) years' experience in Procurement based on Mozambican legislation and procedures,
- At least five (5) years' experience in Procurement for World Bank or other donor-funded projects in developing countries including use of STEP,
- Demonstrated experience in the Procurement of Works, in at least two (2) contracts of \$5,000,000 each; Procurement of Goods in at least two (2) contracts of \$1,000,000 each and Selection of Consultants Services in at least two (2) contracts of \$500,000. For the above contracts, the applicant shall list the Contract Description and Project Name in which they were procured and the exact role of the applicant.
- Demonstrated experience in handling international procurement activities.,
- Ability to work harmoniously in multidisciplinary teams and projects.
- Familiarity with MS Word for the report writing and with MS Excel for the disbursement, and procurement plans,
- Fluent in English language.
- Knowledge of the Portuguese language would be an advantage.

#### **5. TIME REQUIREMENTS**

The consultant will be required full time for a total of 24 months input and the Contract can be renewed if agreed by both parties.

#### **6. REPORTING**

All documents, correspondence, communications, etc related to the Project shall be in English language. The Consultant will report formally to FIPAG's Director General through FIPAG's Projects and Investments Director, and liaison with the Chief of FIPAG's UGEA. Also, for daily activity will respond to the WASIS-II procurement advisor.

## **7. FORM OF CONTRACT AND PAYMENTS**

The Contract will be a time-based assignment for the provision of technical assistance. Payment will be based on Consultant's invoices which will be submitted on a monthly basis.

The payment of remuneration fees will be subject to local withholding taxes which will be shown separately in the financial proposal and in the monthly invoices. The withholding tax will be paid by FIPAG. The total amount that will be paid to the Consultant shall not exceed the ceiling amount reflected in the Contract.

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